

The image features a large, solid blue oval in the center, tilted slightly to the right. Inside this oval, the word "History" is written in a white, bold, sans-serif font. The background is a light gray with several thin, concentric circles and arcs, some of which are dashed. A thick, dark gray curved line sweeps across the lower-left portion of the image, partially overlapping the blue oval.

History

Local and State Government

Public policy

Regional planning

City or town management

Legislative, executive, or judicial services

Program administration

General services

Community affairs

Social services

Law enforcement

Local and State Government Employers

Counties

Cities

Municipalities

Townships

Municipal archives

Libraries

Museums, parks, and historic sites

Arts and humanities councils

School districts

Departments of state government

Legislative agencies

Court systems

Local and State Government Strategies

Conduct research that could be useful to your community. Get involved in civic organizations and events and seek leadership roles.

Employment opportunities in local government tend to follow population trends in terms of growth and decline. Check statistics on growing communities to find the most opportunities. Be prepared to relocate.

Develop a network of contacts through referrals and informational interviews.

Complete an internship in a government agency.

Participate in local or national election campaigns.

Research government application processes and learn how to best represent yourself as an applicant.

Federal Government

Public Policy

Research

Intelligence

Foreign service

Law enforcement

General services

Legislative, executive, or judicial services

Program administration

Federal Government Employers

There are over 170 federal departments and agencies:

- **The Smithsonian Institute**
- **National Archives and Records**
- **Library of Congress**
- **National Park Service**
- **Federal Bureau of Investigation**
- **Central Intelligence Agency**
- **Foreign Service**

Do extensive research in order to find the area that best fits your interests.

Federal Government Strategies

Take courses or minor in applicable interest area(s).

Seek leadership roles in relevant campus organizations such as model United Nations, student government, and cross-cultural groups.

Write for campus publications focused on national and international affairs.

Complete a thesis to demonstrate research and writing skills, as well as the ability to think critically and analytically.

Participate in national campaigns.

Develop skills in computers, statistics, and data analysis.

Acquire foreign language competency and travel experience for international positions.

Complete an internship with the federal government.

Become familiar with the government application process. Utilize applicable websites and seek assistance from your college career center.

Politics

Elected or appointed leadership

Campaign management

Staff administration

Special interest advocacy

Political advising

Lobbying

Politics Employers

Legislative, executive, or judicial officials

National, state, or local government

Political action committees

Political parties

Campaigns: national, state, or local

Industrial, educational, and public interest groups

Lobbying organizations

Large business firms

Politics Strategies

Volunteer to work with public interest groups, political campaigns, political associations, or community service projects.

Be prepared to begin a political career as a volunteer before moving to paid positions.

Many elected public officials begin careers in other fields (law, medicine, business) before campaigning for office.

Gain experience and make contacts through internships with government agencies or legislatures.

Become involved in campus political groups, student government, or student publications. Seek leadership roles or elected positions.

Take courses in statistics, public policy, or other specific interest areas.

Law

Prosecution

Defense

Contractual

Corporate

Nonprofit or public interest

Government

Mediation

Other specialties

Law assistance

Law Employers

Law firms

Federal, state, and local government

Private practice

Corporations

Special interest groups

Universities and colleges

Legal aid societies

Nonprofit and public interest organizations:

- ACLU
- NAACP Legal Defense Fund
- Legal Services Corporation

Legal clinics

Other private legal services

Law Strategies

Plan on attending law school or a paralegal training school/program depending on area of interest.

Develop strong research skills and attention to detail.

Participate in debate or forensic team to hone communication skills.

Choose courses or a minor to specialize in a particular area of law, (e.g., a minor in business for a career in corporate law).

Gain experience and build skills through part-time jobs, summer work, or internships in organizations related to your particular interests.

Shadow an attorney to learn more about the field and various specialties.

Get involved in pre-law and mock trial organizations.

Volunteer with a public advocacy group.

Seek training and experience with mediation and conflict resolution.

Non-Profit

Administration

Management

Public relations

Program coordination

Fund raising/development

Grant writing

Writing/Editing

Volunteer coordination

Community education

Non-Profit Employers

History museums and historical sites

Historical associations and societies

Cultural heritage organizations

Historical projects

Research and service institutions

Libraries

Educational institutions

Local and national nonprofit agencies

Trade or professional associations

Special interest groups

Nonprofit organizations

Non-Profit Strategies

Gain experience through extensive volunteering or by completing an internship; these experiences are critical to finding full-time positions.

Supplement curriculum with courses in anthropology, sociology, art history, or foreign languages.

Obtain leadership roles in relevant campus and community organizations.

Develop strong communication and research skills.

Gain an understanding of budgeting and fiscal management. Learn how to write grants.

Demonstrate knowledge and experience in a specialty area, time period, or geographic locale.

Research organizations' values to find a good fit with yours. It is critical that you are knowledgeable about and committed to the work you're going to do.

Investigate term of service or service corps positions as a way to gain entry into the field.

Consider earning a graduate degree for more job opportunities and advancement.

Information Science

Functions:

- Acquisition, preservation, arrangement, cataloguing/categorizing, exhibition/installation, describing, analyzing, authenticating, maintaining records, library administration, research, education

Information Science Employers

Museums

Historical homes

Art galleries

Libraries:

- College, university, professional schools
- Public, central and branches

Special collections

Historical societies

Universities and colleges

State and local government

Federal government, particularly the National Archives and Records Administration

Corporations

Non-profit organizations

Research institutions

Information Science Strategies

Earn a graduate degree in museum studies, conservation, information science, or related area. Research prerequisites and take the necessary courses. The most competitive candidates may have more than one graduate degree.

Acquire a strong background in technology.

Obtain an internship in a related organization.

Volunteer at campus or community museums or libraries.

Get involved with relevant student organizations.

Develop excellent written and oral communication skills, organizational skills, and an attention to detail.

Learn about grant writing, budgeting, and legal issues surrounding historical artifacts.

Attend professional conferences, seminars, and trainings.

Earn the "Certified Archivist" designation.

Most curators specialize in a material or objects.

Education

Primary and secondary:

- Teaching
- Administration
- Library services

Higher education:

- Teaching, research, information/library services, administration, student support services, admissions, financial aid, advising, development, student affairs, alumni affairs

Community education

Education Employers

K-12 schools, public and private

Boards of education

Four-year colleges and universities

Two-year and community colleges

Technical schools

Medical and professional schools

Museums historical sites

Arboretums, gardens, and conservatories

Camps

National and state parks

Education Strategies

Complete a teacher preparation program to teach in the public school system.

Obtain teaching certificate/license for desired subject area and/or grade level. Requirements for certification/licensure vary by state. Seek multiple certifications to increase employability.

Private schools may not require certification or licensure but may prefer candidates with graduate degrees in subject areas.

Seek experience with youth through summer jobs at camps, churches, or other community organizations.

Develop excellent presentation and communication skills.

Become skilled in the use of multimedia.

A doctoral degree is required to teach and research at four-year institutions or to enter the highest levels of university administration. A master's or Ph.D. degree is required to teach at two-year schools.

Earn a master's degree in student personnel, student development, counseling, or library/ information sciences for student affairs, higher education administration, and librarian positions.

Gain related experience on campus through student leadership opportunities such as Peer Mentors, Resident Assistants, or Orientation Leaders.

For community education, become an expert in a particular subject and build a local reputation.

Media

Editing

Reporting

Circulation

Sales

Publishing

Electronic media

Public relations

News programming

Media Employers

Newspapers:

- **national, local, trade**

News departments of local, public, and commercial radio and television stations

Wire services

Magazines and journals

Internet sites

National, state, or regional radio networks

Independent radio syndications

Textbook or commercial publishing houses

Media Strategies

Complete a double major or minor in journalism or broadcasting/electronic media.

Obtain an internship or work experience with a newspaper, magazine, radio station, or television station.

Join the college newspaper, yearbook, or other publication staff.

Become proficient in desktop publishing and photography.

Learn HTML and other computer programs to prepare for online work.

Develop excellent verbal and written communication skills through communications courses or other writing intensive coursework.

Join professional associations as a student member.

Create a portfolio of published writing samples.

Develop a professional network and become aware of various social medias.

General History Information

A major in history provides a broad, liberal arts education. Develop a career goal, and then obtain the skills, experiences, and education necessary to enter that field.

An undergraduate degree in history is good preparation for graduate study in history, as well as other areas such as, law, public administration, or business. Research the prerequisites for the degree of interest and tailor program of study to meet curricular requirements.

Part-time and summer jobs, internships, and volunteer positions are critical to gaining the experience and skills that employers seek.

Obtain leadership roles in school or community organizations. Get involved in student government, mock trial, debate team, or Model United Nations.

Excellent verbal and written communication skills are imperative for most careers related to history, politics, or government.

Prepare to develop a specialty area including both academic training and work experience for history related careers. Develop patience, persistence, and drive to obtain history related jobs.

Gain experience in fundraising and grant writing techniques. Nonprofit and educational organizations are often funded in this manner.

Conduct informational interviews to learn about careers of interest and develop a network contacts.

Research websites and books that address various job opportunities, hiring processes, and pay structure.